

*Adopted 6-2-2008  
By Appomattox County Board of Supervisors*

Appomattox County, Virginia  
POSITION DESCRIPTION, 2008

POSITION: Solid Waste Convenience Center Attendant  
DEPARTMENT: Landfill

GENERAL DESCRIPTION OF DUTIES

Operates and maintains solid waste convenience centers. Under the direction of the Landfill Supervisor, manages the day-to-day operations of the solid waste convenience centers. Duties include providing assistance, security and maintenance of convenience center sites and the operation of solid waste disposal and recycling collection equipment. Duties are performed under a prescribed routine with modest latitude for the exercise of independent judgment and action. Work is performed in an adverse environment and will involve moderate physical effort.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

Open and close solid waste convenience centers according to established daily schedule and secure all equipment, buildings, and security gates upon closing.

Monitor access and use of facility by approved users.

Oversee collection of solid waste and recyclables, accepting only appropriate items and screening for non-permitted waste materials.

Operate a hydraulic trash compactor and assist approved public with the transfer of waste and recyclables into solid waste or recycling containers subject to applicable rules and regulations.

Notify hauler when removal of solid waste or recycling container is necessary to ensure adequate collection capacity during hours of operation.

Perform preventive and routine maintenance on assigned equipment, track condition and repair of all equipment, and notify Landfill Supervisor of needed repairs or damaged equipment.

Keep solid waste convenience center site clean and free of litter and generally maintain an attractive facility and grounds.

Ensure compliance with applicable rules and regulations.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides new employee training on equipment and policy and procedures of the department.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED certificate preferred: supplemented by little or no previous experience or training.

### SPECIAL REQUIREMENTS

A valid Virginia State driver's license.

### PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires good communication skills in order to obtain information or clarify details.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials weighing up to 60 pounds.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Some tasks may require exposure to wetness, dust/pollen, temperature and noise extremes.

Appomattox County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Appomattox will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Full Time: Annual Salary Range

<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
8	18,634	22,361	26,088